



GUIDE TO RESOLVING BUILDING PERMIT CONDITIONS OF APPROVAL

The purpose of this section is to assist you in obtaining a building permit by informing you of what will be required so that you will be prepared on your future visits. It is hoped that this will reduce the number of trips that you must make to the County offices and that your visits will be productive. Each item listed below describes either a task that must be completed or a public agency clearance that must be obtained prior to the Department of Planning and Land Use (DPLU) Building Division issuing the building permit. When an agency other than the Building Division requires a clearance the contact phone number is included so that you may contact that agency directly should you have any questions.

ADMINISTRATIVE HOLD: This condition indicates that a hold has been placed on your permit or plan-check. This is a generic condition. For more information on how to resolve this condition see the specific comments under the condition.

AIR POLLUTION CONTROL DISTRICT: A completed form DEH-HM-#9171 must be submitted to the building permit counter prior to the issuance of the permit. Some businesses are required to obtain a stamp of approval from APCD prior to the issuance of a building permit. Please read the form DEH-HM#9171 for additional information and contact phone numbers.

ASSESSOR'S PLANS: When a permit is issued, a third set of plans must be provided for the Tax Assessor. This additional set of plans must contain a plot plan (site plan) and floor plans.

BEST MANAGEMENT PRACTICES/STORMWATER: All building projects are required to use Best Management Practices (BMPs) to control stormwater runoff. BMPs are activities or practices designed to reduce or eliminate pollutants in stormwater. Proper selection and implementation of BMPs will help you to prevent stormwater pollution from leaving your construction site.

Form LUEG:SW must be completed and signed by the property owner. The counter technician must attach the signed, completed form to the plans prior to issuance.

The purpose of this condition is to inform all permit applicants that they are legally responsible for ensuring that sediment and other construction-related pollutants are properly managed. This means that pollutants from your site shall not be permitted to enter the storm drain system or any receiving water (such as creeks, streams, etc.) either directly or indirectly.

CITY APPROVAL: (City of Del Mar only) The final sets of plans must have the City of Del Mar approval stamps on all pages. For further information contact the City of Del Mar Planning Department at (858) 755-9337.

COASTAL COMMISSION APPROVAL: Provide letter of approval for the project from the California Coastal Commission. Phone (619) 521-8036.

CONTRACTOR LICENSE INFO: The contractor must sign the permit application and provide evidence that their license is current and active. Also see the description of the Worker's Compensation requirement. (If an owner chooses not to hire a contractor they must sign the permit application as an Owner-Builder and complete the Owner-Builder Certification, Form DPLU #421.)

DPW-CENTERLINE: Obtain the "UY Centerline" stamp on both copies of the final, corrected copies of the plans. Please see the Department of Public Works for preliminary "UY Centerline" stamps and information on how to obtain final UY stamps. Both stamps are required on the final, corrected copies of the plot plans before a permit can be issued. Contact the County Department of Public Works at (858) 694-3810.

DPW-DRAINAGE FEES: In some areas of the County of San Diego, drainage fees are required to be collected if the proposed project is in a drainage-impacted area. The County Department of Public Works (DPW) located at 5201 Ruffin Road will assess the fee. DPW will complete form #DPW 382 and you must then return the form to the DPLU Building Permit Counter. The drainage fee will be collected with the building permit issuance fee. Contact the Flood Control Division of DPW at (858) 694-3281 for additional information.

DPW-FLOOD CONTROL: Obtain the "Flood Control" Stamp on both copies of the final, corrected copies of the plot plans. The County Department of Public Works (DPW) should be contacted as soon as possible because the DPW Flood Control requirements may affect the design of the structure. Contact the Flood Control Division of DPW at (858) 694-3281.

DPW-"L" GRADING PERMIT: A grading permit from the Department of Public Works (DPW) is required for this project. All grading must be completed, all slopes must be planted and the DPW grading inspector must approve the rough grading inspection before a building permit will be issued. When the grading is completed and ready for inspection call (858) 694-3165 to request a rough grading inspection. Please keep in mind that a verbal approval from the DPW grading inspector is not sufficient. The building permit technicians must be able to verify approval with the DPW grading inspection office or the customer must provide written approval from the DPW grading inspector. In addition, compaction reports must be provided for all fill over one foot in depth. See the separate item in this list that specifically addresses Soils & Compaction Reports.

ELECTRICAL APPROVAL: Obtain the approval of the electrical plan-checker. When the plan review of your project is completed, refer to the electrical plan-check correction list and address all deficiencies noted in the correction list. Provide at least two sets of corrected plans.

EXPEDITE FEES DUE: Additional plan review fees will be added to your fees to pay for overtime resulting in the expedited plan processing which you requested when you submitted your plans.

RIGHT OF ENTRY FORM-GRADING PERMITS: This form is to be submitted with your DPLU minor grading (pursuant to County ordinance section 87.206-(b)) permit application. Please request a copy of this form when submitting the application for the building plan check. (Note: This form must be an original signed by the property owner, not 'agent'.)

FEH - VERIFICATION OF AG. OPERATIONS LETTER: All Farm Employee Housing permit applicants must provide an original completed Verification of Agricultural Operations checklist letter from the Department of Agriculture, Weights and Measures at plan submittal (this form is available online at the County of San Diego web site at http://www.co.san-diego.ca.us/cnty/cntydepts/landuse/agri/pdf_misc/fw_hse_ver.pdf or call (858) 694-2472). The Department of Agriculture, Weights and Measures (AWM) is located in the County Operations Center, Bldg 3, 555 Overland Ave., San Diego, California, 92123.

If the applicant is not participating in the Fee Waiver Program, the Department of Planning and Land Use (DPLU) Farm Employee Housing Agreement form must be submitted for Planner review and approval prior to issuance. The Planner will supply the DPLU Farm Employee Housing Agreement form after first review of the plans during the plan check process.

The Department of Housing and Community Development (HCD) Farm Employee Housing Agreement form for the Fee Waiver program may be submitted at issuance, if applicable. The Department of Housing and Community Development is located at 3989 Ruffin Road, San Diego, California, 92123 and can be contacted at (858) 694-4829.

FICO/VIOLATION: Obtain the necessary approvals from the DPLU Code Enforcement staff member that has been working with you on your case. Their phone number will be located on the correspondence you already received from them. They must review and stamp your plans prior to you submitting the plans to the Building Division. Typically, double permit fees (*not* punitive fees) are charged in order to recover administration costs for the additional work resulting from the enforcement action.

FINAL REVIEW BY COUNTER PERMIT TECHNICIAN: This item is not approved until immediately before the permit is issued. The permit counter technician will review all clearances and recheck that the design or the proposed use of the building complies with all Ordinances.

FIRE DISTRICT APPROVAL: After all plan-check corrections have been made the Fire District must stamp the final set of plans and complete the Fire Mitigation Fee Form (DPLU #308A). The Fire Mitigation Fee Form was given to you when you initially submitted your plans to the County. (Note: A common mistake permit applicants make is obtaining the fire department stamps on a plan other than the final set of plans. This will necessitate an additional trip to the fire department to re-stamp the permit set of plans.)

Some Fire Districts require a third set of plans so they can keep one on file. Please check with your fire district to verify if a third set of plans will be required for your project.

The Fire District should be contacted early in the project design stage because they may have requirements that will affect the design of the project. Please refer to form DPLU #310 for fire department contact information. If the Fire District is listed as "County," then the Fire District review will be at the Ruffin Road office of the Building Division.

FORM 433/MH ON PERMANENT FOUNDATION: When a mobile home will be installed on a permanent foundation, state law requires that the owner complete the California Department of Housing and Community Development (HCD) form 433A and related forms. The Building Division Land Use Technician will provide a packet with all the forms required and instructions on how to complete the forms.

GNATCATCHER: The property owner must certify that the project will not damage gnatcatcher habitat. Form DPLU-252 must be read, signed and given to DPLU Building Counter staff.

HAZARDOUS MATERIALS: A completed Hazardous Materials Questionnaire (form DEH:HM-9171, available online at the Department of Environmental Health web site in PDF or Microsoft Word format at http://www.co.san-diego.ca.us/deh/hmd/forms_hmd.html) must be submitted to the building permit counter prior to the issuance of the permit. Some businesses are required to obtain a stamp of approval from the Department of Environmental Health Hazardous Materials Division prior to the issuance of a building permit. Please read the Hazardous Materials Questionnaire (form DEH:HM-9171) for additional information and contact phone numbers.

HEALTH REGULATED: Obtain the approval of the Department of Environmental Health (DEH) plan-check division. All pages of the final sets of plans must have an approval stamp from DEH. Contact DEH at (619) 338-2222, in the North County at (760) 471-0730, or in the East County at (619) 441-0430. Generally projects that require this approval either serve food or provide health care. If the project deals with health care and radiology (X-Ray) machines are involved, please contact the Occupational Health Division of DEH at (858) 694-3550.

LEGAL LOT: Provide evidence that the lot is a legal lot. One of the following may be acceptable as evidence of a legal parcel (See DPLU Policy G-3 for additional details.):

1. A lot shown on a Final Map. (Major Subdivision Map)
2. A lot or parcel shown on a Record of Survey approved by the Board of Supervisors or the Planning Commission.
3. A parcel shown on a Parcel Map or Certificate of Compliance recorded in lieu of a Parcel Map.
4. A parcel described in a recorded Certificate of Compliance.
5. A parcel shown on an approved Division of Land Plat.
6. A parcel shown on a Lot Legalization Plat. (Used as evidence of legal parcel prior to Certificate of Compliance.)
7. A parcel shown on an approved Boundary Adjustment Plat.
8. A parcel described in a Grant Deed or other bonafide conveyance document recorded prior to **February 1, 1972**. The deed/document does not have to be in the name of the present owner. However, it must describe the perimeter boundaries of the subject property and no other contiguous property. **The legal description and County Recorder's information (date and recording number) must be legible to County staff.** The Deed need not be an original or a certified copy.
9. A parcel that is completely surrounded by lots already determined to have been legally created.

MECHANICAL APPROVAL: Obtain the approval of the mechanical plan-checker. When the plan review of your project is completed, refer to the mechanical plan-check correction list and address all deficiencies noted in the correction list. Provide at least two sets of corrected plans.

METHANE GAS TESTING/MITIGATION: Under certain soil conditions, the presence of subsurface methane gas in large quantities could constitute a safety hazard if it were to enter a building. If your lot has been mass graded and if there will be ten feet of fill within ten feet of the building you are proposing, your project might be subject to the County Methane Ordinance. If so, you may be required to provide evidence that methane gas testing has been completed and that any mitigation measures, if required, have been reviewed by a registered professional prior to permit issuance. Please ask the Building Division staff for a current copy of the Methane Ordinance if needed.

MOBILE HOME ASSEMBLY MANUAL: Two copies of the assembly manual for a new manufactured home must be provided prior to issuance. If the manufactured home is used, please provide copies of the assembly manual if available.

MOBILE HOME STATE FEE: When the permit is issued the Building Division will collect a fee of \$11.00 for each transportable unit. This fee must be paid by a separate cashier's check or money order made payable to the State of California.

MSCP APPROVAL: A Zoning Counter referral slip will be given to you to take to the Zoning Counter. The Zoning Counter Technician will check to see if the subject property falls within the Multiple Species Conservation Plan (MSCP) area. If the property is in the MSCP area, you will be required to provide an additional copy of the plot plan to the Building Counter staff.

OWNER BUILDER FORM: The Owner-Builder form (DPLU #421) must be completed and signed by the owner.

PARCEL MAP IMPROVEMENTS: If the lot was created by a Parcel Map with an Improvement Certificate, a written release of the Improvement Certificate is needed before a building permit will be issued. The release is issued from the Department of Public Works, (858) 694-3281. The Improvement Certificate will appear on the Parcel Map.

PARK FEES: When a permit is issued for a single family dwelling, a park fee is collected. These funds are used to acquire land for future parks. The fee is based upon the first three digits of your Tax Assessor's Parcel Number. Park fees are determined at plan-check submittal and then collected with permit issuance. If the lot is in a major subdivision, park fees may have been paid through the subdivision map process, which will be verified by the Counter Technician.

PARK MANAGER SIGNATURE ON APPLICATION: The manager of the mobile home park must sign the permit application (form DPLU #292) indicating approval of the proposed project.

PLAN/MAP CHECK: This item indicates that the plan review is not yet complete. To complete plan review you must obtain Electrical Approval, Mechanical Approval, Plumbing Approval, Planner Approval and Structural Approval. (If these approvals are not listed on this handout then they are either already approved or not required for this project.

PLANNER APPROVAL: Obtain the approval of the Planner. When the plan review of your project is completed, refer to the Planning Plan-check Correction List (Form DPL/CO-446) and address all deficiencies noted in the correction list. Provide at least two sets of corrected plans.

PLOT PLAN REQUIRED (CORRECTED): The plot plan must be corrected and comply with all requirements shown on form DPLU #090.

PLUMBING APPROVAL: Obtain the approval of the plumbing plan-checker. When the plan review of your project is completed, refer to the plumbing plan-check correction list and address all deficiencies noted in the correction list. Provide at least two sets of corrected plans.

RED DOT: A “Red Dot” is an archaic term used prior to the installation of the County’s computer system to describe an issue that must be resolved prior to issuing the permit. Refer to the specific text on the Conditions of Approval screen of the County’s automated permitting system.

ROUGH GRADING APPROVAL: A minor grading permit from the DPLU Building Division pursuant to County ordinance section 87.206-(b) is required for this project. All grading must be completed, all slopes must be planted, all erosion control measures must be installed and the inspector must approve the rough grading inspection before a building permit will be issued. When the grading is completed and ready for inspection call San Marcos (760) 471-0730, El Cajon (619) 441-4030, Kearny Mesa (858) 565-5920, or the 24-hour inspection request line (888) 336-7553 to request a rough grading inspection. In addition, compaction reports and form DPLU #73 must be provided for all fill over one foot in depth. Also see the separate item in this list that specifically addresses Soils & Compaction Reports.

If the parcel is graded without a grading permit, there will be an additional \$500.00 Grading Violation Fee collected when the grading permit is obtained. An existing pad, if created without a grading permit, is considered a grading violation regardless of whether a previous owner or the current owner did the grading.

ROUTE LOCATIONS: Obtain the “Route Locations” stamp on both copies of the plans prior to submitting plans to the County. If the plans have been reprinted since they were first submitted then you must bring the final, corrected set of the plans to the Department of Public Works so they can be re-stamped before the permit is issued. Contact the County Department of Public Works at (858) 694-3281.

The purpose of this approval is to protect and preserve the future right-of-ways of all Circulation Element Roads and Bicycle Lanes shown on the County General Plan. This review procedure is an attempt to place private facilities in locations that will not require the County to acquire homes and business structures when the construction of the planned roads becomes necessary and timely.

If you are referred to the Department of Public Works, Route Locations Section, please bring the following with you:

1. Two (2) complete sets of building plans, including plot plans.
2. The permit application with Assessor’s Parcel Number and Zoning blocks filled in by the Counter Technician.
3. A copy of the septic tank layout, if public sewer will not serve the lot.

SCHOOL DISTRICT: School Fees must be paid prior to permit issuance. The Building Division has provided you with form DPLU #510 that must be signed by the school district and returned to the Building Division as evidence that the school fees have been paid. It is suggested that the school district be contacted to determine fees and hours of operation. Please refer to form DPLU #042 for school district contact information.

SEPTIC: Provide proof that the Department of Environmental Health (DEH) has issued a permit for a septic system and approved the plans for the proposed project. Either provide the original copy of the DEH septic tank permit (Form DEH:LU-701) or have a building permit application sign by the DEH Land Use Division. For questions regarding septic permits contact the DEH Land Use Division at one of the following locations:

San Marcos, 338 Via Vera Cruz, Suite 201, (760) 471-0730
El Cajon, 200 E. Main Street, 6th Floor, (619) 441-4030
Kearny Mesa, 5201 Ruffin Road, Suite B, (858) 565-5713

SEWER: The Building Division has provided you with form DPLU #510 that must be signed by the sewer district and returned to the Building Division as evidence that sewer district will be able to provide the project with sewer service. It is suggested that the sewer district be contacted to determine their hours of operation and if they will have any additional requirements. Please refer to form DPLU #614 for sewer district contact information.

SITE INSPECTION: Before a permit can be issued the Building Inspector must make a site inspection. Orange SITE CARDS are provided to you at the time of plan submission. Please post the cards; stake the property lines and building location and then request a site inspection. Please have the computer plan-check number available when calling and verify that the SITE CARDS are still posted at the time of the site inspection so the Inspector can locate the project. If the site inspection reveals that there are other issues (such as a grading permit is needed or there are existing building violations on the site), then these issues must be addressed before a building permit can be issued.

SOIL & COMPACTION REPORT: Three copies of the compaction reports with form DPLU #73 must be provided for all fill over one foot in depth.

STORMWATER MANAGEMENT PLAN: Complete and sign the Stormwater Management Plan Addendum (form DPLU #619). This form must be completed prior to the issuance of the building or grading permit.

STRUCTURAL APPROVAL: Obtain the approval of the structural plan-checker. When the plan review of your project is completed, refer to the structural plan-check correction list and address all deficiencies noted in the correction list. Provide at least two sets of corrected plans.

SWIMMING POOL LETTER: The Inspection Requirements for Pool Barriers (form DPLU #379 available online at <http://www.sdcounty.ca.gov/dplu/docs/dplu379.pdf>) must be signed by the **property owner** (a contractor or agent signature is not adequate) and given to the Land Use Technician at the Building Division offices prior to the swimming pool permit being issued.

TENANT IMPROVEMENT WAIVER FORM: This form must be read and signed prior to the tenant improvement permit being issued.

WASTE WATER DISCHARGE PERMIT: Your project is in a County Sanitation District. You must have the County Department of Public Works (DPW) determine the fee and complete the form given to you when you applied for your building permit. This fee will be collected at the time of permit issuance.

For Residential Projects:

Building Division staff will complete the shaded area of the Wastewater Discharge Permit application (form DPLU/C 93A). You will then bring this form to the DPW permit counter at 5201 Ruffin Road and have them complete the rest of the form. You must then return the completed form to the DPLU Building Permit Counter. For information regarding your Waste Discharge Permit, contact the Department of Public Works at (858) 694-3273.

For Commercial Projects:

You will need to fill out the shaded area of the Wastewater Discharge Permit application (form DPL #93B) that was given to you when you applied for your building permit. Follow the instructions given to you with the form and bring the completed form and a copy of the building plans to the DPW Sanitation Districts counter at 5201 Ruffin Road and have them complete the rest of the form. The time required for DPW to process the application is dependent on the type and size of the business and varies from 3 to 10 days. You must then return the completed form to the DPLU Building Permit Counter. For information regarding your Waste Water Discharge Permit, contact the Department of Public Works at (858) 874-4093 or (858) 874-4128.

WATER DISTRICT: The Building Division has provided you with form DPLU #510 that must be signed by the water district and returned to the Building Division as evidence that water district will be able to provide the project with water. It is suggested that the water district be contacted to determine their hours of operation and if they will have any additional requirements. Please refer to form DPLU #656 for water district contact information.

WORKER'S COMPENSATION: The contractor must provide evidence of valid worker's compensation insurance or certify on the permit application that they are exempt. Owner builders must also provide evidence of valid worker's compensation insurance or certify on the permit application and the Owner/Builder Form (DPLU #421) that they are exempt.

ZONING: The project must comply with the County Zoning Ordinance. This item is not approved until immediately before the permit is issued because changes in the design or the proposed use of the building may not comply with the Zoning Ordinance.